Type or print using black ink

Building Performance Worksheet

Dept. of Safety and Professional Services control number

Preparer's Name	**Owner's Name**	**Rental Building Location- Street Address**
Street Address	**Street Address**	**City County**
City State Zip	**City State Zip**	**# of rental buildings on this property**
Telephone #	**Telephone #**	
Has this building ever been issued a stipulation? ☐ **yes** ☐ **no**	**Stipulation #**	

LEGAL DESCRIPTION: (you may attach a separate sheet):

Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1)(m)]

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STEP 1. GATHER THE NECESSARY INFORMATION: To fill out this form you will need the amount of heating fuel used in one heating season. This can be obtained from utility bills or by calling the local utility and requesting the energy use (not energy cost) for the building. **The bills or other energy use documentation must be attached.** Also keep them on file as required by SPS 367.09. You will also need the gross building area. This can be obtained from an appraisal or by measuring the building perimeter and multiplying by the number of whole and partial stories, including the basement.

STEP 2. DETERMINE HEATING ENERGY USE: If the energy source used for heat is used for nothing else but heating the building, skip A and C. Just enter the energy use in the table under B in this step. If the energy source used for heat is used for non-heating uses, such as cooling or water heating, complete A, B and C. The non-heating energy use is determined by averaging the energy use during May and September. You need to determine the energy used during each month. Note that the month of the utility bill may not be the same as the month in which the fuel was used.

Check off the type of energy and use units (kWh for electricity, CCF or therms for natural gas, gallons for oil or LP gas). Cost data should be converted to energy use units.

ELECTRICITY / kWh_____ NATURAL GAS / THERMS (CCF)_____

OIL / GALLONS_____ LP GAS / GALLONS_____

A) Add the amount of energy used for May and September and divide by two. This will be the average monthly non-heating use.
(MAY USE_____+ SEPT. USE_____) / 2 =_____AVERAGE MONTHLY NON-HEATING USE

B) Enter and add up the building energy use for October through April.

MONTH	**ENERGY USE**
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
TOTAL	

C) Multiply the average monthly non-heating use by the number of winter months – seven (7), and subtract this product from the total determined in B. This is the total winter heating energy use.

AVERAGE MONTHLY NON-HEATING USE (from A))_____x 7 = _____

TOTAL ENERGY USE (from B) _____

7 x AVERAGE MONTHLY NON-HEATING USE (from above) --_____

TOTAL HEATING ENERGY USE =_____

STEP 3. CONVERT ENERGY USE TO BTU's: Enter the heating energy use from C above (or from B, if there is no non-heating use) into the appropriate blank for the kind of energy used for heating. Then, multiply it by the number given. This converts the energy use to BTU's.

ELECTRICITY	_____	kWh x 3,413	=	_____	Btu
NATURAL GAS	_____	CCF x 100,000	=	_____	Btu
FUEL OIL	_____	Gal. x 140,000	=	_____	Btu
LP GAS	_____	Gal. x 95,000	=	_____	Btu

STEP 4. FIND THE DEGREE-DAYS: Please consult the Wisconsin Department of Administration, Division of Energy, Web site for current degree http://doa.state.wi.us/degreedays/.

The years covered by the season degree-days must be the same as the winter for which the heating use was calculated under Step 1.

SEASON DEGREE DAYS_____DD

STEP 5. CALCULATE THE BUILDING TOTAL GROSS FLOOR AREA: The total gross floor area is the sum of the gross floor areas for all stories, including any basement floor area, but excluding unfinished attics. Provide a drawing or attachment to show the perimeter and how you calculated the square footage.

BASEMENT	_____	SQ FT
FIRST FLOOR	_____	SQ FT
SECOND FLOOR	_____	SQ FT
THIRD FLOOR	_____	SQ FT
OTHER FLOORS	_____	SQ FT
	_____	SQ FT
	_____	SQ FT
TOTAL =	_____	SQ FT

STEP 6. CALCULATE THE BUILDING PERFORMANCE:

A) First divide the total heating energy use in BTU's from Step 2 by the degree-days from Step 3. This gives the energy consumption corrected for temperature.

USE_____Btu / _____DEGREE DAYS =_____Btu/DD

B) Then divide the results of A above by the building total gross floor area from Step 5.

_____Btu /DD / AREA_____FT^2 =_____Btu/DD FT^2

C) Compare the building's performance to the maximum space heating energy use given in SPS Table 367.12. If the building's Btu/DD FT^2 calculated in B above is less than or equal to the code maximum space heating energy use, then the building complies with the code.

Table 367.12 Maximum Annual Space Heating Energy Use Units (BTUs per square foot, per heating degree days)		
Number of Dwelling Units	Certificates of Compliance Issued Prior to Sale[1]	Certificate of Compliance Issued After Sale[1]
8 or Fewer Dwelling Units	9.0	7.0
9 or More Dwelling Units	7.0	5.0

[1]Refers to property transfers after March 1, 1999.